



# TEXAS STATE NOTARY BUREAU

Texas Notary Service Center™  
4107 South 1st St., Austin Texas 78745-1124  
Phone: 512-443-9202 Fax: 512-707-7115  
NotaryBureau.com Email: law@TxNotary.com

For Applicant:

[ Copy form for multiple applicants ]

Enclosed find the materials requested! Please follow these steps for Appointment.

- A. Fill out all items on: APPLICATION FOF APPOINTMENT.....! Name, Address, SS#, DL#, etc. Check Box B, or A, if applicable! Please read info!
- B. Leave the NOTARY PUBLIC SURETY BOND section ..... **BLANK!**
- C. Date & Sign: STATEMENT OF OFFICER/EXECUTION section....at bottom of page!  
\* Note: must match name stated in: Name to be used.....
- D. Mail us the completed application, order, and payment.

Upon receipt, we endorse the Bond and E-file the Application with the State. It normally takes 10 days to qualify. Supplies are processed and shipped once appointment is confirmed.

If you have any questions on these instructions, please call. Thank you for using our service.

Sincerely,

Western Surety Company, Est. 1900  
Agent, Notary Insurance Services, Inc.

F. Henry Garcia  
Director

**FAX-EMAIL FORMS for Faster Processing!**

----- Detach and Return! -----

Texas State Notary Bureau  
4107 So. 1st St. Austin Tx 78745  
512-443-9202 Fax: 707-7115

**ORDER FORM**

Notary Appointment Package:	
Required Bond & State Filing Fee.....	\$ 71.00
Official Journal & Fee Chart.....	\$ 15.00
Handbook, Updates & Lawbook.....	Free
Pre-ink stamp <input type="checkbox"/> .....>>>>>>>>>>>>.....	<u>\$ 25.00</u>
Includes S&H fees! USPS Delivery!	Total: \$ 111.00

Yes! Process my bond and file my application. Enclosed is my payment of \$71.00 (\$50 bond fee and \$21 state fee) or \$111.00 for package offer!  Check enclosed - payable to Texas State Notary Bureau Charge:  MasterCard  Visa  American Express  Discover

Card # \_\_\_\_\_ Expires: \_\_\_\_\_ Cvc: \_\_\_\_\_

Signature: \_\_\_\_\_

Notary's Name\* \_\_\_\_\_ Company Name \_\_\_\_\_

Business Shipping Address(no po boxes) \_\_\_\_\_ # \_\_\_\_\_ USPS \_\_\_\_\_ USPS is not guaranteed! Add \$5.00 for UPS delivery!  
City/State/Zip \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Home: \_\_\_\_\_ Qualify Date: \_\_\_\_\_ \*NOTE: Seal will be made with

Please send Texas Notary Booklet, 2015 Law Updates and information on the Notary Bureau! **New laws in effect: 9-1-14** name indicated!

Refunds are subject to a \$21.00 fee!

Tx-1 Copyright: NIS, 2015

Remit to: Texas State Notary Bureau  
4107 So 1st Street  
Austin, Tx 78745



APPLICATION FOR APPOINTMENT AS  
TEXAS NOTARY PUBLIC

If renewing, mark this box:

Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing.)

Social Security No.:

\_\_\_\_\_  
Last First Middle (not required) Suffix

\_\_\_\_\_  
Required by TX Gov't Code §406

Mailing Address: (Please notify the secretary of state of an address change within 10 days)

Residence County:

\_\_\_\_\_  
Street Suite or Apt. No. City State Zip

Email address for return of commission (Legible): \_\_\_\_\_  
(Your commission will come from [notarypubliccommission@sos.texas.gov](mailto:notarypubliccommission@sos.texas.gov) and you will NOT receive materials by mail.)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License or Identification No.: \_\_\_\_\_ Issuing state: \_\_\_\_\_

Statements Relating To Qualification

I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}

Please select one of the following:

- A. I have been found guilty of a crime other than a Class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}
- B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond

(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the above-named applicant, as principal, and Western Surety Company, as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.

BOND NUMBER: \_\_\_\_\_

Agency Name: Notary Insurance Svcs., Inc. Address: 4107 So 1st Street Austin Tx 78745  
Street City State Zip

Date: \_\_\_\_\_

Signature of authorized person for surety

Statement of Officer

I, the above-named applicant, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Execution

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: \_\_\_\_\_

Signature of Applicant (sign in name given above on line #1 to be used as notary public)